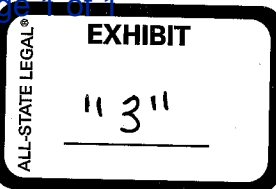


05/11/2006 17:21 1543

**CITY OF PHENIX CITY
FIRE DEPARTMENT****ASOP 12****ADDRESSING CITY COUNCIL**

PURPOSE: *To insure the orderly handling of work-related business of the Fire Department personnel.*

SCOPE: *This procedure shall be followed by all members of the Phenix City Fire Department.*

PROCEDURE:

1. *If a member of the Fire Department has a problem with the Department, a Department, or City operations or procedures which are work-related and finds it necessary to go above his/her immediate supervisor, he/she must notify the supervisor of the intention to do so.*
2. *If a member of the Fire Department finds it necessary to go outside the Department, the Fire Chief will be given a reasonable time to make an appointment with the Public Safety Director.*
3. *If a problem cannot be solved by anyone in the chain of command, then the City Manager will arrange a hearing with the City Council.*
4. *If any Fire Department member appears before the City Council or directly contacts City Council members about work-related problems without following these procedures, they will be subject to disciplinary action in accordance with Section VI of the City of Phenix City Personnel Policies.*

If a member of the Fire Department has a grievance, that member must follow the grievance procedures as outline in Section XV of the City of Phenix City Personnel Policies.

JANUARY 1998